

Sewer Enterprise Fund Committee Guidelines

A. AUTHORITY

1. The Sewer Enterprise Fund Committee shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Sewer Enterprise Fund Committee shall help coordinate the Sewer Enterprise Fund Budget.
 - b. The Sewer Enterprise Fund Committee shall advise the Board of Selectmen on issues relative to the Sewer Enterprise Fund in the Town of Lanesborough.
 - c. Additional ad hoc powers and duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Sewer Enterprise Fund Committee shall consist of three (3) members appointed for staggered three (3) year terms. All members are required to complete mandatory State Ethics and Open Meeting Law training and provide completion certificates to the Town Clerk as required by State Law.
2. The Sewer Enterprise Fund Committee shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Sewer Enterprise Fund Committee meetings. The Chairperson shall have the responsibility of posting notices of meetings if required by law. In the absence of the Chairperson, the Sewer Enterprise Fund Committee shall appoint an acting Chairperson.
4. Secretary: The Secretary shall keep the Sewer Enterprise Fund Committee's records. The Secretary shall also process all correspondence required by the Sewer Enterprise Fund Committee. The Secretary will also maintain any necessary files and records of the Sewer Enterprise Fund Committee.
5. When a member voluntarily vacates his/her position in the Sewer Enterprise Fund Committee a new member may be recommended by the remaining members of the Sewer Enterprise Fund Committee and brought before the Board of Selectmen.

C. MEETINGS

1. The Sewer Enterprise Fund Committee shall meet as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The presence of two (2) members shall constitute a quorum. Endorsement of a motion requires a vote of at least two (2) members.